

23 March 1976

OFFICE OF FINANCE NOTICE NO. 11-76

FROM : Thomas B. Yale
Director of Finance

SUBJECT : MF Grievance System

REFERENCES: (a)
(b) DDA Personnel Handbook, Section IX.

A. GENERAL

This notice establishes a variety of channels for MF personnel to follow in seeking satisfaction or resolution of grievances.

B. DEFINITION

A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with any aspects of his working conditions and relationships which are outside his control.

C. POLICY AND PROCEDURES

1. Employees are encouraged to communicate regularly with their first-line supervisors relative to job performance, career development and working conditions. Grievances should be raised first at this level. If the employee judges, that referral of the problem to the immediate supervisor would be ineffective, the matter may be discussed initially with other appropriate levels of management (the Branch or Division Chief, Office Head or the DDA) or with the Office of Finance designated Grievance Counselors,

2. If a complaint is not resolved at the supervisory level, an employee should contact one of the above Grievance Counselors for information, advice and assistance. In unusual circumstances, an employee may prefer and is permitted to discuss his complaint initially on an informal basis with the DDA Grievance Counselor prior to discussion with his own counselor. Any discussion, prior to initiation of a formal complaint, will be kept confidential at the employee's option.

3. If the grievance cannot be resolved at the supervisory level or with the assistance of the Grievance Counselor, the employee may take any unresolved grievance up through normal chain of command within his own component.

4. An employee with a grievance will not be vulnerable to or suffer any reprisal as a result of efforts to use established grievance channels as set forth above. If there is any apparent attempt by a supervisor to retaliate against an employee as a result of the latter's efforts to seek redress of felt grievances through established procedures, the supervisor's action will be subject to prompt and critical review. Any evidence of such retaliation should be sent immediately to the attention of the DDA with a copy to the Director of Finance.



Thomas B. Yale

STATINTL

ADMIN - INTERNAL USE ONLY